



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Division Director [Unclassified]</b>			Salary <b>M98 TBD</b>
Posting Number <b>148-15</b>	Position Number <b>945375</b>	Number of Positions <b>1</b>	Posting Period * From: <b>10/21/15</b> To: <b>11/4/15</b>
Location: <b>Management and Administration Office of Information and Technology Services 25 S. Stockton Street, 4th Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Provide research and direction to Senior Staff regarding IT infrastructure capabilities to support mission compliance, policy development and service enhancement as well as impact assessments on recommended or established information systems, tools and resources. Provide leadership to the various Infrastructure Project Managers via the management of IT infrastructure strategic planning / design/ development/ testing/ implementation/ technical training teams. This includes facilitating the creation of standardized platforms pertinent to infrastructure functions to build robust development and response services from Network connectivity through Email/internet communication to Server farms. Plans and directs programs implementation of new service modules, methodologies, technology applications, for inclusion in Department IT Strategic Plan. Coordinate project initiation, prioritization, and information technology resource allocation. Consult with unit Supervising Administrative Analyst regarding Infrastructure teams and equipment budget development and expenditures, IT Strategic measures and goals, Special IT Projects upgrades and integration, MOA/MOU, SLA Agreements, and daily administration of public sector employment laws and policies. Provide leadership to the Department's CyberSecurity team including development of information investigation protocols, research of Federal and State IT privacy and other related legislation, review of information configurations and access provisions, etc. Direct the development and implementation of standards, practices and procedures to ensure orderly and timely development or delivery of DOH information processing tools and resources. Promote team building and IT skills development/best practices development among staff members. Meet with agency Managers on internal and external operations that are impacted by the collection, storage, processing, analyses and dissemination of information.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** A Bachelor's degree from an accredited college or university is expected.

**EXPERIENCE:** Seven (7) years experience in work involving the administration of information processing, telecommunications management, computer operations, and system development in a multiplatform/multi-user environment. Three (3) years of the required experience shall have been in a supervisory capacity.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

**NOTE:** A Master's degree in business, finance, accounting, public administration, or data processing may be substituted for one (1) year of the non-supervisory experience.

## FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment\*\* to:

**Chevron Griffin, Executive Assistant 3  
Management and Administration  
Reference Posting #148-15  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

**PSTMA@doh.state.nj.us**

\* Resumes received after the closing date MAY be considered if the position is not filled.

\*\* NOTE: You can access the State of New Jersey Application for Employment at: [www.nj.gov/health/forms/dpf-663.pdf](http://www.nj.gov/health/forms/dpf-663.pdf)

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**